



Washington State Liquor Control Board

RECRUITMENT ANNOUNCEMENT

Classification: Fiscal Analyst 5 ([FA1](#))

Salary: \$44,664 - \$57,120 annually (Range 56)

Location: Olympia, Washington

Opens: September 6, 2006

Closes: Open until filled

Career Opportunity

There is one opening for a permanent full-time Fiscal Analyst 5 with the Washington State Liquor Control Board (LCB) at the headquarters in Olympia, WA. The position resides within the Financial Division, which is responsible for providing a full range of financial reviews and analysis of fiscal, grants, contracts or other financial data in accordance with Generally Accepted Accounting Principals (GAAP).

Agency Mission

Prevent the misuse of alcohol and tobacco and promote public safety through controlled retail and wholesale distribution, licensing, regulation, enforcement and education.

Agency Profile

The headquarters of the Washington State Liquor Control Board (LCB) is in Olympia, Washington. The agency employs about 1,350 full and part-time employees statewide. Positions include Liquor and Tobacco Enforcement Officers; Liquor License Specialists; Liquor Store Clerks and Managers; Financial Analysts; Information Technology Specialists; and Warehouse Operators. A Seattle distribution center receives and ships all liquor sold by the agency's 161 state and 154 contract stores, including all liquor supplied to more than 4,000 businesses licensed to sell liquor by the drink. There are four regional Enforcement Offices and six field offices statewide. For more detailed information regarding LCB, please visit: www.liq.wa.gov.

Position Objective

Performing as Payroll Supervisor of two professional staff and one Fiscal Tech responsible for the monitoring, analyzing, correcting and processing of Agency wide payroll, and is a direct report to the Accounting manager. Payroll related fund reconciliation, monitor/maintain Agency internal Payroll & Leave system. Ensuring Federal Deposit and Reporting requirements are met. Provide information to Agency employees regarding Retirement and Benefit programs, report to affected agencies as required.

The Successful Candidate will be Skilled in the following:

- ◆ Payroll system: maintain and monitor the payroll system, reconcile payroll reports, prepare quarterly Federal and State reports; make batch information input, review, analyze, verify, and correct data.
- ◆ Customer Focus: build and maintain internal and external customer satisfaction with the products and services offered by the organization.
- ◆ Manage payroll activity for the Department.
- ◆ Knowledge of Civil Service Rules and Collective Bargaining Unit Agreements pertaining to employee's compensation and leave. Responsible for developing, implementing, and maintaining the processes of the Agency's payroll/leave system and procedures.
- ◆ Resourcefulness in Problem Solving: Use intelligence, common sense, hard work and tenacity to solve particularly difficult or complicated challenges.

Candidate Profile

The LCB is most interested in candidates who meet or exceed the following criteria:

- ◆ Twenty semester or thirty quarter hours of college-level accounting and three years of professional accounting, budgeting or auditing experience.
- ◆ Skilled in using Excel spreadsheets and Access database.

Agency Core Competencies

- ◆ Accountability – Accept personal responsibility for the quality and timeliness of work. Can be relied upon to achieve excellent results with little need for oversight.
- ◆ Serving Customers – Build and maintain internal and external customer satisfaction with the products and services offered by the LCB. Develop innovative ideas that provide solutions to our customers' challenges.
- ◆ Communication – convey clear, timely, persuasive messages that positively influence the thoughts and actions of others.
- ◆ Building and Maintaining Relationships – Earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions. Build and maintain working relationships characterized by mutual acceptance and cooperation. Contribute to an environment that honors diversity, and uses diverse perspectives to meet the agency's mission and goals.

Compensation

The Fiscal Analyst 5 position is in the Washington General Service, with a starting annual compensation of \$44,664 - \$57,120 annually (Range 56). LCB offers a generous benefits package including a state retirement plan, optional deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage.

Special Note

Prior to appointment, a background check will be conducted. Additionally, all employees of the LCB must comply with RCW 66.08.080 which states: no employees of the board shall have any interest, directly or indirectly, in the manufacture of liquor or any liquor sold under this title, or derive any profit or remuneration from the sale of liquor, other than the salary or wages payable to him in respect of his office or position and shall receive no gratuity from any person in connection with such business.

Application Procedure:

In order to be considered, all applicants must provide the following information in one-page or less for each element:

1. Describe your payroll experience administering multiple bargaining unit agreements, hourly vs. salaried, leave accruals, etc. (Include the types of payroll systems you have used.)
2. What experience do you have reconciling payroll, preparing monthly/quarterly payroll tax payments, developing payroll policy and procedures.
3. What is your experience managing employees', training subordinates, coordinating workloads, mentoring and coaching staff?

Interested applicants must submit all of the following to be considered for this position:

- ☒ A letter of interest (no more than two pages) specifically addressing the elements of the ***Candidate Profile*** listed above.
- ☒ A current chronological resume that includes employment history and education (be prepared to bring a list of professional references with current telephone numbers and addresses at the time of interview).
- ☒ A completed Washington State Application [Washington State Application](http://www.dop.wa.gov/NR/rdonlyres/FDDC0C82-A795-4B58-8BB5-F7C9C20779C8/0/StateApplication.doc) or <http://www.dop.wa.gov/NR/rdonlyres/FDDC0C82-A795-4B58-8BB5-F7C9C20779C8/0/StateApplication.doc>.
- ☒ Completion of the [Applicant Profile Data Form](#) is voluntary. Please assist the LCB in ensuring equal employment opportunity with the Washington State Liquor Control Board. This information is strictly confidential and available to only authorized personnel.

The act of submitting application materials is considered affirmation that the information provided is complete and truthful.

E-MAIL will be the primary method of communication throughout this recruitment. Please send your application package to Janet Krueger at ilk@liq.wa.gov. Candidate evaluation will begin on September 20, 2006 and **it will be to the applicant's advantage to submit materials as soon as possible**. The hiring authority reserves the right and may exercise the option to make a hiring decision prior to this date. Candidate evaluation will be ongoing.

If necessary, hard copies may be mailed to:

**Washington State Liquor Control Board
Human Resource Division Attn: Janet Krueger
PO Box 43100**

Olympia, Washington 98504-3100

Persons with a disability who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1643 or TTY 800-855-2880. The Washington State Liquor Control Board is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.